

July 10, 2009

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics:

1. Expense Report:

My expense report for the period April 1, 2009 through June 30, 2009 was forwarded separately. Council is asked to formally recognize receipt of this report as part of Tuesday evening's meeting.

2. Probate Court:

Judge Alter will summarize current discussions involving merger of local Probate Courts. The update will be available for Tuesday evening. I have asked Judge Alter to keep me up-to-date on these discussions so that Council can be advised accordingly. He is available to attend a Council meeting to discuss in greater detail.

3. Government Finance Officers Association:

I am pleased to advise Glastonbury has again received the GFOA Certificate of Achievement for Excellence in Financial Reporting. This is for the year ended June 30, 2008. This is the 20th consecutive year Glastonbury has received this highest form of recognition for financial reporting. Congratulations go to Diane Waldron, Nina Cousins and all those involved.

4. CRRA Tip Fee Subsidy:

CRRA recently advised of a \$6/ton subsidy for participants in the Mid-Connecticut Project. This includes Glastonbury. The \$6/ton can be allocated to reduce tip fees in the current year or held in reserve for fiscal year 2011. The \$6/ton equals approximately \$13,500 on the Town budget. I suggest Glastonbury's funds be earmarked for 2011.

5. Notary Fees:

Connecticut General Statutes enable a "not to exceed" fee of \$5 for notary services. This is generally per document requiring notarization. Notary services are now provided by Town staff at no cost. Over the past year or so, the Town has seen increased requests for notary services. For fiscal year 2008, notary services doubled over 2007 and higher still in 2009. A \$5 fee per notarization is suggested. A review of staff time allocated to such work indicates the fee would have generally offset staff costs for notary services in 2008. This would be implemented throughout the system effective over the coming weeks. Please let me know if you have any comments or concerns. Clients applying for Town sponsored or administered needs-based programs would be exempt from the fee.

6. Energy Conservation:

In accordance with the Town's energy conservation program, energy efficient A/C condensers were recently installed at Town Hall. The Town received a \$4,200 incentive payment from CL&P through the Energy Efficiency Fund. Over recent years combined incentive payments for Town and Board of Education facilities total over \$1 million.

7. Dog Park:

The dog park proposal is scheduled for Conservation action on Thursday, July 16th and TP&Z action on July 21st.

8. Final Budget Document:

A copy of the final 2009-2010 budget document for Town operations is attached.

9. Communication Towers:

A Council Special Meeting and Public Hearing is scheduled for 7:00 p.m. on Monday, July 20, 2009. This concerns the communication towers proposed for locations of Dayton Road and Main Street (1800+/- feet south of Chestnut Hill Road. Notices will be forwarded to property owners located within 500 feet of each location. Jurisdiction over communication towers is with the Siting Council.

Message Center Management also plans to submit a formal proposal for a location off Dayton Road. This is for a 170+/- foot tower. The formal application is expected within the next 2-3 weeks. I understand the Siting Council will determine which location would proceed off Dayton Road. Clarification on this process can be requested as part of the July 20th hearing.

I will be happy to review the preceding and any other items Tuesday evening.

Sincerely,

Richard J. Johnson
Town Manager

RJJ:yo